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**UNITED STATES MISSION - BOGOTA  
U.S. VACANCY ANNOUNCEMENT**

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**JOB VACANCY**

July 25, 2003

**OPEN TO:** Eligible Family Members (EFMs) – All Agencies

**POSITION:** **CONSULAR ASSISTANT (Two positions)**

**CLOSING DATE:** Friday, August 8, 2003

**WORK SCHEDULE:** Full time, 40 hours/week

**SALARY:** FP-08, \$26,222.00 (depending upon qualifications)

**NOTE: Only Eligible Family Members as defined by 3 FAM 8200 of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. An EFM does not have to be residing in country at the time of application to be considered, but must intend to reside at post.**

**MAJOR DUTIES AND RESPONSIBILITIES**

Perform a relatively broad range of clerical functions, including data entry and filing, with regard to the processing of non-immigrant visa and immigrant visa cases to the point of final review. Much of the job involves managing the NIV Unit's large filing system, including approved applications, refusals, and files relating to serious visa ineligibility. Review visa applications and supporting documents for special groups.

**MINIMUM QUALIFICATIONS**

**Note: Candidates who do not meet these minimum qualifications will not be considered.**

- A. Applicants must be U.S. citizens, at least 18 years of age and an eligible family member of a U.S. citizen direct-hire USG employee currently assigned to Bogota.
- B. **Education:** High school degree is required.
- C. **Language Proficiency:** Spanish language level II (working knowledge) is required. Should have sufficient language ability to interface with the visa seeking public. English level III (good working knowledge) is required.

### **DESIRED QUALIFICATIONS BUT NOT REQUIRED**

- A. **Education:** College degree is desired.
- B. **Prior Work Experience:** Two years in an office situation dealing with the public is desired.
- C. **Knowledge:** Knowledge of the organization, functions, policies, and procedures of a consular section is desired. Applicants who have completed CONGEN ROSSLYN consular training at FSI will receive first preference.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget in determining successful candidacy.
2. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

If you meet all the requirements for this position, please submit 7 copies of OF-612, SF-171 or résumé and a cover letter highlighting your qualifications to the HRO by the expiration date. Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

We need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the vacancy announcement, you will not be considered for this position.

**You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/colombia> under "The Embassy" > "Human Resources Office".**

### **SUBMIT APPLICATION TO**

**American Embassy  
Human Resources Office  
Attn: Recruitment Unit  
Diagonal 22 D Bis No. 47-51**

- Eligible Family Members (EFMs) not yet residing at post may submit applications via fax (571)383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**DEFINITION:**

**ELIGIBLE FAMILY MEMBER (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3 paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY:  
08/08/03**

DISTRIBUTION: "B"